



## Somalia National Bureau of Statistics (SNBS)

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### Terms of Reference

#### Somali Integrated Household Budget Survey

<b>Project Name</b>	Somali Integrated Statistics and Economic Planning Capacity Building Project (SISECBP)
<b>Location:</b>	Mogadishu
<b>Assignment</b>	Consultancy for conducting the Somalia Integrated Household Budget Survey (SIHBS)II 2026/2027

#### 1. Background

The Government of Somalia, through its National Bureau of Statistics (SNBS), is committed to enhancing its capacity to generate high-quality, timely, and policy-relevant statistical data. To support evidence-based decision-making and to meet regional and international reporting obligations, the SNBS will undertake the Household Integrated Budget Survey (HBS), to begin 1st June 2026 and data collection will run for 12 months. This 2026 exercise marks the second round of the SIHBS, following the inaugural first round successfully conducted in 2022.

These surveys are pivotal for informing poverty reduction strategies and Sustainable Development Goal (SDG) reporting. In addition to welfare data, SIHBS will collect other socio-economic information relevant for monitoring the living conditions of private Somali households such as access to basic assets, facilities and services. Data collected through the SIHBS will also be used to improve the GDP estimates and for the compilation of the commodity basket and commodity weightings used in the construction of a new CPI. While the 2022 survey established the first comprehensive baseline for household welfare since 1985, the second round is designed to measure progress, identify emerging trends, and update the nation's fundamental economic indicators, and support the fulfillment of the National Transformation Plan (NTP).

Given the scale and importance of these activities, the SNBS plans to engage a highly experienced consulting firm with a proven track record in executing household surveys, preferably in Fragile and Conflict-Affected Situations, to ensure operational excellence, data integrity, and adherence to internationally recommended methodological standards and best practice.

## 2. Objective

The primary objective of this consultancy is to support the Somalia National Bureau of Statistics (SNBS) in ensuring the successful implementation of the Somalia Integrated Household Budget Survey 2026/2027 beginning in September 2026, and to provide logistical, administrative support to the Bureau. A core objective of this round is for the SNBS to directly supervise, lead, and manage every phase of the operation.

## 3. Scope of Work

The selected consultancy firm will support the SNBS in the preparation and implementation of Somalia Household Budget Survey 2026/2027. The engagement must be carried out in a timely manner, with a focus on ensuring operational excellence, data integrity, and adherence to internationally recommended methodological standards and best practice. The scope of work includes, but is not limited to, the following components:

### A. Project Mobilization

- Develop and finalize a detailed and realistic work plan in close coordination with the SNBS and the World Bank, ensuring alignment with timelines, staffing, and deliverables.
- Support the SNBS in planning and coordinating all logistical aspects of the surveys, including procurement of materials, transportation arrangements, and setup of necessary field infrastructure.

### B. Human Resources and Staffing

- The Firm will hold primary responsibility for the recruitment, hiring, and contractual management of all field staff (enumerators and supervisors). The SNBS will collaborate with the Firm to prepare the TORs and define selection criteria. SNBS will provide technical and operational oversight throughout the recruitment, selection, and onboarding process. All field staff will undergo mandatory training on Household Survey concepts and procedures.
- **Strategic Candidate Pool:** A selection of experienced enumerators will be drawn from the SNBS, specifically chosen based on their proven track record and performance in previous high-level surveys. In a collaborative effort, a pool of seasoned enumerators will also be selected from the Federal Member State (FMS) statistics authorities, leveraging their deep local knowledge and field experience. The Firm will manage the hiring logistics and selection process, with the SNBS and FMS playing an advisory role to ensure candidates possess documented field experience.
- **Selection Process:** While the survey firm will manage the logistics of hiring, the SNBS will play a central advisory role to ensure the integrity of the selection process. SNBS will support the firm in identifying the most qualified candidates through a combination of documented field experience and standardized exam performance.

### **C. Survey Preparation and Training**

- Participate in the preparation of the survey instruments (questionnaires, enumerator manuals, field protocols) in close collaboration with the SNBS technical working group to ensure adherence to the standard methodological principles and alignment of operational procedures and timelines.
- The Firm will provide full logistical and operational facilitation for the main survey training, while the technical instruction will be led by Master Trainers (ToTs) from the SNBS and FMS.
- The firm will lead the logistical training of the Geographic Information Systems (GIS) maps required for the implementation of the SIHBS enumeration exercises
- The Firm will support the SNBS and FMS in the logistical deployment of the pilot training and pilot fieldwork, utilizing this phase to thoroughly train its supervisors and test logistics, with technical support and observation from the SNBS, FMS, and LSMS.
- SNBS will review, recommend and program validation and consistency checks to be built into the online SIHBS Surveys Solutions data entry tools deployed on the tablets and to be developed for Survey Solutions 'headquarters' in close collaboration with the LSMS team.
- The Firm will support the SNBS and World Bank-LSMS teams in programming validation and consistency checks built into the Survey Solutions data entry tools, as well as high-frequency checks.

### **D. Translation of Questionnaires and other survey materials**

The Firm is required to translate the questionnaires and supporting implementation materials into all languages used to implement the interviews. The firm will hire a third party to back-translate the questionnaires into English; the back-translation should take place without knowledge of the original English version. The purpose of this exercise is to ensure that the original concepts are preserved and to detect potential variations in the understanding of questions emerging from language problems. The final questionnaires in each language as it will be implemented in the field work will have to be approved by the SNBS.

The Firm is also responsible for translating the script for data collection in CAPI. The Firm is required to translate into local languages the variable labels and response categories in the format that is readily compatible with this system.

The Firm will also be responsible for translating into local languages the Questionnaire Manual, letters of consent to participate in the survey, invitation letters and other material for the training (if required). The Firm may be required to proofread the translation.

### **E. Fieldwork Execution**

- Conducting the listing exercise, including monitoring during the listing exercise, and documenting the listing.

- Support the roll out of the fieldwork together with SNBS, including the development of the fieldwork plan, operational procedures, and field manuals, and creation of fieldwork assignments;
- Provide close logistics support to the SNBS during fieldwork implementation.
- Ensure daily coordination with SNBS to monitor progress, resolve issues, and implement corrective actions as needed.

## **F. Data Management and Quality Assurance**

Data management and quality assurance activities will be responsible for the SNBS. The main activities as follows:

- Support real-time data collection monitoring, validation, and synchronization through the Survey Solutions platform.
- Assist with ongoing updates and improvements to the CAPI instruments during data collection, based on feedback from the field.
- Provide daily field operation performance updates and weekly reports summarizing the field operation progress. .
- Conduct routine data quality checks and field monitoring visits, including spot checks, back checks, and performance audits.
- Prepare periodic reports summarizing the implementation of quality assurance protocols, main findings from consistency checks, and any data-related issues encountered.
- Recommend and help implement corrective actions during data collection to ensure high data quality and adherence to protocols.

## **I. Partnerships**

The survey firm is expected to implement the activities outlined in this ToR in partnership with other institutions in accordance with the guidance of the SNBS. SNBS technical team will develop the SIHBS instruments in consultation with other relevant partners where the survey will take place with the firm providing essential operational and logistical support.

## **J. Sample design**

The SNBS technical team will undertake the sample design and sampling methodology and will provide the firm with the selected sampled Enumeration Areas (EAs) to support field planning and implementation.

#### 4. Deliverables and Timelines for Household Budget Survey

<b>Deliverable</b>	<b>Description</b>	<b>Deadline</b>
1. Inception Report	Develop and finalize a detailed and realistic work plan in coordination with the SNBS. The report should discuss logistical planning including procurement, transportation, and field setup.	2 weeks post-contract
2. Final survey instruments and logistical Deployment and Translation of Survey Materials	Assist with the preparation of the survey instruments (questionnaires, enumerator manuals, field protocols) in close collaboration with the SNBS and logistical deployment of all tablets. Submit an operational feedback report focusing strictly on field logistics, enumerator performance, and the field-level functionality of the CAPI applications.	Prior to pilot fieldwork
3. Develop monitoring plans for the fieldwork including a monitoring dashboard	Support the SNBS in programing validation and consistency checks built into the Surveys Solutions questionnaires before pilot in close collaboration with the LSMS team. Support the SNBS to prepare a program of the high-frequency checks to run daily on the incoming data during data collection, and develop monitoring dashboard to monitor progress	Prior to pilot fieldwork
4. Delivery and Integration of Field Quality Assurance (QA) Protocols	Support a comprehensive training for HBS pilot survey and conduct main survey for field staff (enumerators and supervisors) covering content, interviewing techniques, ethics, and CAPI tools. Include training materials and manuals, staff list, and evaluations. This includes ensuring supervisors are equipped and trained to operationalize the SNBS-developed validation checks.	Prior to fieldwork
5. Pilot Report and Training	Conduct pilot exercises; submit results and recommendations including feedback on instruments, protocols, and CAPI	Prior to fieldwork

	functionality. Support comprehensive training for the pilot and main survey field staff. Include training materials, staff lists, and evaluations.	
6. Periodic reports summarizing the implementation of quality assurance protocols	Prepare periodic reports summarizing the implementation of quality assurance protocols, main findings from consistency checks, and any data-related issues encountered	During field work implementation
7. Final administrative report	Submission of the survey implementation report including field operation challenges and lesson learned throughout the survey implementation period	After the field work.

**5. Firm qualifications**

The selected survey firm is expected to possess demonstrated technical expertise, operational capacity, and relevant experience to support the preparation and implementation of large-scale household surveys in developing country contexts. Specifically, the firm must meet the following qualifications:

**Proven Experience in Implementing Large-Scale Household Surveys**

- A minimum of five (5) years of verifiable experience in the design, and implementation of large-scale household surveys, including at least one (1) survey of comparable scope and complexity (e.g., Labor Force Survey, Household Income and Expenditure Survey, Household Budget Survey or Survey of Living Conditions).
- Experience must include all major phases of survey implementation: sampling design, questionnaire development and testing, enumerator recruitment and training, field data collection, and data quality assurance.

**Instrument Development and Digital Data Collection**

- Experience in designing and adapting survey questionnaires to national contexts while maintaining comparability with international standards.
- Proficiency in the use of Survey Solutions as a digital data collection platforms, including tool development, scripting, and field deployment.

**Fieldwork Management and Enumerator Training**

- Demonstrated experience in field operations planning and supervision, including logistics, quality control procedures, and risk management in similar activities.

- Documented experience in designing and delivering at-scale enumerator and supervisor training programs.

### **Institutional Capacity and Staffing**

- Availability of a multidisciplinary team with expertise in statistics, survey methodology, social policy, and field operations.
- Financial and operational capacity to manage complex, multi-phase survey projects within specified timelines and budgets.

### **Experience in Developing Country Contexts**

- Demonstrated understanding of the operational and logistical challenges of conducting household surveys, preferably in Somalia, including rural and hard-to-reach areas, is highly preferred.
- Previous work with national statistical offices or international development partners in similar settings is highly desirable.

## **6. Personnel qualifications**

The firm should have the following key experts with the relevant qualification as part of the team (maintaining gender balance and including national experts where appropriate and possible):

### **Team Leader / Project Manager**

- Role: Overall coordination, client liaison, team supervision, delivery of outputs
- Qualifications & Experience:
  - Master's degree or PhD in economics, Statistics, Econometrics or related field
  - At least 10 years of experience managing large-scale household surveys
  - Proven track record of leading multi-disciplinary teams in developing countries
  - Demonstrated experience in planning, reporting, and stakeholder engagement skills

### **Logistics and Finance Manager:**

- The role of the logistics and finance manager is to provide administrative and logistical support to the field teams and work in close collaboration with the SNBS and FMS statistics offices.
  - Should have at least master's degree in Logistics and finance
  - Minimum 7 years of experience managing large project sets required.

### **Security Officer:**

The role of the security officer is to act as the firm's Security Focal Point who shall ensure SMP development and compliance under the direct supervision of the PIU security focal point.

- Should have relevant university degree or higher education

- Minimum of 5 years of relevant working experience in the security sector, security risk management or similar fields.
- Preferred experience includes analyzing and reporting security risks and developing security planning for large-scale field operations, experience in providing security risk management training and individual development programs and in ISO 31000, Risk Management – Principles and Guidelines.

**Geographic Information Systems (GIS) expert:**

The role of the GIS is to lead the mapping phase of the survey in close coordination with the SNBS survey team.

- Should have Master’s degree in GIS, Geomatics, Remote Sensing, or Geography.
- A minimum of 8 years of experience in GIS or remote sensing is required.
- ArcGIS, QGIS, and Earth Engine skills are desired; satellite image analysis and mapping relevant to census or surveys.
- Fluent English language, both writing and speaking

**7. Payment and Duration of the Consultancy**

The selected consulting firm will be hired over the period of eighteen (18) months and the consultancy will cover associated travel cost. Payment will be effected according to the following schedule:

1. The consulting firm will receive 10% of the total contract value upon the satisfactory completion of deliverable 1.
2. The consulting firm will receive 25% of the total contract value upon the satisfactory completion of deliverables 2 and 3.
3. The consulting firm will receive 15% of the total contract value upon the satisfactory completion of deliverables 4.
4. The consulting firm will receive 25% of the total contract value upon the satisfactory completion of deliverables 5.
5. The consulting firm will receive 10% of the total contract value upon the satisfactory completion of deliverable 6.
6. The consulting firm will receive 15% of the total contract value upon the satisfactory completion of deliverable 7.

## 8. Reporting Obligations

The firm shall report to the Director General for the National Bureau of Statistics, based in Mogadishu. Final deliverables should be submitted to the SNBS no later than two week following the finishing of the allotted weeks. The consultant will follow an agreed code of conduct, and when engaging in activities such as workshops and consultations will share information with participants on accessing the available grievance mechanisms. The Firm will ensure an ISO 31000 compliant<sup>1</sup> Security Management as per Annex I below.

### Annex: I

#### v. Security Risk Management (SRM)

i. the Firm will ensure an ISO 31000 compliant<sup>2</sup> Security Management Plan (SMP) is developed, based on Security Risk Assessments (SRA), to support all field-based data collection by enumerators and their supervisors. The Firm will submit the SMP and SRA documents for validation by the PIU, prior to project implementation. The PIU will share these documents to the World Bank Task Team Leaders (TTLs) for their validation, prior to the commencement of field activities. **The Firm may wish to consider the engagement and budgeting inclusion in its bid of an Somalia-based internationally certified Security Risk Management Firm<sup>3</sup> to assist in the development of the SMP, which will include:**

- Identification and nomination of a Security Focal Point in the Firm who will manage all aspects of field security for the project and who will maintain a close relationship with the nominated Security Focal Point in the Project PIU;
- The conduct of SRA (see Table 1.) for all areas in which the project will be implemented, indicating (i) sources of threat; (ii) risk identification, evaluation and rating; and (iii) risk treatment/ mitigation;
- The SRA process will directly contribute to development of the project Security Management Plan (SMP)
- The SMP will be supported by area-specific Activity Security Plans (ASA) for sub-sites in which the project is being implemented;
- Under the supervision of the PIU Security Focal Point, and as part of the SMP, the Firm will ensure development of protocols for the following security management functions: (i) SRA Methodology, (ii) Activity Security Plan Template, (iii) Standard Operating Procedures (SOPs) and Training Modules for Enumerator and Supervisor Field Activities, (iv) Reporting Templates for Security Incidents/Weekly and Monthly Security Reports, (v) Weekly Security Meetings with the PIU Security Focal Point, (vi) PIU Travel Policy and Approvals for Enumerators and Supervisors, (vii) Crisis and Incident Management Plan, (viii) Flash Message Template, (ix) Hostage Incident

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<sup>1</sup> International Standards Organisation 31000 – Risk Management – Guidelines and Standards

<sup>2</sup> International Standards Organisation 31000 – Risk Management – Guidelines and Standards

<sup>3</sup> Internationally certified shall mean a firm that is a member of the International Code of Conduct for Private Security Companies (ICOCA).

Management Plan, (x) In-Extremis Reporting Process, (xi) List of Project Locations and Project Contacts, (xii) Security Stakeholders Contact List.

- The PIU will share the SMP and its protocols with the World Bank for approval prior to the commencement of field activities.
- ii. The Firm shall ensure that enumerators and supervisors are sufficiently trained and are aware of the risks in their operational contexts and of ways in which these can be mitigated, as well as the expected behavior in the performance of the contracted service. **The Firm is encouraged to consider engaging a Security Risk Management Company for the provision of this training.** All enumerators and supervisors will be issued with Safe Conduct SOP cards detailing essential security advice and contact details.
- iii. The Firm will provide the PIU with Weekly and Monthly Security Reports which shall detail all relevant information pertaining to SRM (a template will be developed for this reporting). Security incidents must be reported by the Firm to the PIU within two days. The PIU must report incidents in writing to the World Bank TTLs within five days of occurrence. The format of these reports will be determined in consultation with the PIU and the World Bank. Failure ensure an adequate SMP or to report on security incidents may result in the suspension of the contract.
- iv. In the event of significant threat or incidents impacting on the physical safety and well being of Project staff, **the Firm retains the right to suspend field activity under the project.** The PIU must be informed of this decision at the earliest opportunity. In the event of a serious security incident, a formal written report must be submitted to the PIU.
- v. Minimum conditions will apply for implementation of project activities. These criteria include: (i) that the results of the RSA determine that Project staff and workers have full access to all areas in a district; (ii) that agreements have been entered into with all relevant local government representatives (State, district,– depending on what is reasonable for the level of intervention) in view of guarantees of safety for staff and project-affected parties; (iii) that community representatives from communities selected for the implementation of activities have given formal assurances regarding the safety and security of all project stakeholders and activities – the Firm is to advise the PIU in writing of these assurances; and (iv) no access by enumerators or supervisors will occur in areas assessed to be under the control of AS or other armed militants hostile to the Federal Government of Somalia (FGS).
- vi. Should the Firm seek to engage a private security company (PSC) for the physical protection of Enumerators and Supervisors’ field-based activities, or for facilities protection, only those PSCs that have been pre-qualified by the PIU and that meet the standards as laid out in Work Bank Environment and Social Standards 1 and 4 shall be engaged. Such armed protection must undergo basic information training on use of force.

Figure 1. ISO 31000 Risk Management Processes

